



UOW  
COLLEGE  
AUSTRALIA

—  
PATHWAYS TO  
UNIVERSITY OF  
WOLLONGONG

# Diploma of Business

Course Code: 1952: Diploma of Business Standard Session (International)  
(CRICOS Code: 057232B)

Year of Issue: 2024

## Course Outline

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# Diploma of Business Course Outline

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## 1 Course Description

The UOW College Australia (UOWCA) Diploma of Business provides students with access to the university experience within a supported context. Students are provided a range of experiences and opportunities to engage core business studies disciplines, including marketing, accounting and management, at the tertiary level. Students in the Diploma of Business will be supported in the introductory phase of this course through subjects specifically designed to prepare them to undertake study in the business disciplines. These subjects assist students to develop approaches to effective learning in the higher education context.

The Diploma of Business provides pathways for entry into the second year of the Bachelor of Business or the Bachelor of Business Administration degrees at the University of Wollongong (UOW), with specified credit of up to 48 credit points for subjects in the compulsory core components of these degrees.

Diploma qualifications are located at level 5 of the Australian Qualifications Framework. The purpose of the Diploma qualification type is to qualify individuals who apply integrated technical and theoretical concepts in a broad range of contexts to undertake advanced skilled or paraprofessional work and as a pathway for further learning.

## 2 Graduate Qualities

The Diploma of Business course is designed to assist students in developing the UOW College Australia Graduate Qualities. It helps students become:

1. **Informed:** Have a basic knowledge of an area of study and understand its issues. Know how to apply this knowledge.
2. **Independent Learners:** Begin to engage with new ideas and ways of thinking and critically analyse issues. Seek to extend knowledge through ongoing enquiry and active learning. Find and evaluate information, using a variety of sources and technologies. Acknowledge the work and ideas of others.
3. **Problem Solvers:** Demonstrate introductory levels of creative, logical and critical thinking skills to respond effectively to problems. Be flexible and thorough.
4. **Effective Communicators:** Articulate and convey ideas effectively using a range of media. Work collaboratively and engage with people in different settings.
5. **Responsible:** Understand how decisions can affect others and make ethically informed choices. Appreciate and respect diversity and act with integrity. Take responsibility for one's own learning and completion of assessment tasks.

## 3 Course Learning Outcomes

Graduates will be able to:

1. Apply professional and ethical behaviour in the business studies environment.
2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning.
3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context.
4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others.
5. Operate effectively as a leader or member of a team in a study environment.
6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems.
7. Successfully apply academic literacies appropriate to undergraduate coursework.

## 4 Course Learning Outcomes Mapped to Graduate Qualities

The table below shows how the graduate qualities are integrated into the course learning outcomes:

<b>Course Learning Outcomes/Graduate Qualities</b>	<b>1. Informed</b>	<b>2. Independent Learners</b>	<b>3. Problem Solvers</b>	<b>4. Effective Communicators</b>	<b>5. Responsible</b>
1. Apply professional and ethical behaviour in the business studies environment.	✓				✓
2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning.	✓	✓		✓	
3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context.	✓	✓	✓		
4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others.	✓		✓	✓	
5. Operate effectively as a leader or member of a team in a study environment.				✓	✓
6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems.	✓		✓		✓
7. Successfully apply academic literacies appropriate to undergraduate coursework.	✓			✓	✓

## 5 Course Structure and Subjects

1952: DIPLOMA OF BUSINESS STANDARD SESSION (International)			
SESSION 1: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB101	Marketing Principles (MARK101)	6	5
WUCB120	Accounting for Decision Making (ACCY121)	6	5
WUCT001	Preparation for Tertiary Studies	6	8
<b>Total Session 1</b>		<b>18</b>	<b>18</b>
SESSION 2: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
WUCB113*	Human-Centred Systems Design (OPS 113)	6	4
WUCB122*	Accounting Principles (ACCY122)	6	5
WUCB130	Introduction to Management (MGNT110)	6	5
WUCB160	Economic Essentials for Business (ECON100)	6	5
<b>Total Session 2</b>		<b>18</b>	<b>14</b>
SESSION 3: UOW College Session Dates			
Subject Code	Subject Name (UOW Equivalent Subject Code)	Credit Points	Contact Hours a Week
DSSC107	Principles of Responsible Business (BUS 101)	6	4
WUCB105	Introductory Principles of Finance (FIN 111)	6	5
WUCB521	Statistics for Business (BUS 121)	6	5
<b>Total Session 3</b>		<b>18</b>	<b>14</b>

All Sessions in this course are delivered on UOW College session dates.

\* **Students must choose either WUCB113 or WUCB122.** Students considering an accounting or finance major at UOW are advised strongly to take WUCB122.

### Expected Course Workload

As a guide, the workload for your course is determined by the number of subjects you take each session. Attempting four subjects in a standard session is considered to be a fulltime load i.e. equivalent to working fulltime (35-45hrs a week).

Each subject in this course has designated contact hours where you are required to attend classes including lectures, tutorials, workshops or other structured learning experiences.

To be successful in this course you are also required to undertake independent learning activities outside of your scheduled classes, this includes:

- Preparing for classes: homework, readings and reviewing learning materials.
- Independently researching and/or practicing knowledge and skills.
- Completing all assessment tasks and studying for examinations.
- Attending learning support services.

## 6 Subjects Mapped to Course Learning Outcomes

Subject/ Course Learning Outcomes	1. Apply professional and ethical behaviour in the business studies environment.	2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning.	3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context.	4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others.	5. Operate effectively as a leader or member of a team in a study environment.	6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems.	7. Successfully apply academic literacies appropriate to undergraduate coursework.
DSSC107 Principles of Responsible Business	✓	✓	✓	✓			✓
WUCB101 Marketing Principles	✓	✓	✓	✓	✓	✓	✓
WUCB105 Introductory Principles of Finance	✓	✓	✓	✓		✓	✓
WUCB113 Human-Centred Systems Design	✓	✓	✓	✓	✓	✓	
WUCB120 Accounting for Decision Making	✓		✓			✓	
WUCB122 Accounting Principles	✓	✓	✓			✓	✓
WUCB130 Introduction to Management	✓	✓	✓	✓	✓	✓	✓

Subject/ Course Learning Outcomes	1. Apply professional and ethical behaviour in the business studies environment.	2. Utilise Information and Communication Technologies (ICT), including the use of industry-standard business applications, and modern library facilities to support their learning.	3. Develop solutions to a broad range of business issues and problems in both theoretical studies and the business context.	4. Effectively communicate using oral, written, and systems documentation strategies to convey knowledge and collaborate with others.	5. Operate effectively as a leader or member of a team in a study environment.	6. Apply critical thinking, analysis and problem-solving skills to business concepts and problems.	7. Successfully apply academic literacies appropriate to undergraduate coursework.
WUCB160 Economic Essentials for Business			✓	✓		✓	✓
WUCB521 Statistics for Business	✓	✓	✓	✓		✓	✓
WUCT001 Preparation for Tertiary Studies		✓		✓		✓	✓



# 7 Progression Guidelines

## Course Progression Requirements

1. To qualify for the award of the Diploma of Business, students must achieve a minimum result of 50% for nine of the ten subjects listed above under '5 Course Structure and Subjects'.

**Please Note:** All students must complete and pass WUCT001 and must choose **EITHER** WUCB113 **OR** WUCB122.

2. Students who meet requirements for the award of the Diploma can progress to the second year of their Bachelor of Business or Bachelor of Business Administration offer in the Faculty of Business and Law at UOW, with 48 points of UOW credit transfer. Please refer to the Credit transfer arrangements page for more detailed information - <https://www.uowcollege.edu.au/courses-pathways/admissions-information/credit-transfer-arrangements/>
3. There is no UOW credit transfer for the subject WUCT001 Preparation for Tertiary Studies.
4. Students may exit the Diploma course early and enter the relevant degree with 24 points of UOW credit transfer ('Early Exit – Incomplete Award'), if they have achieved the following conditions:
  - i. Pass all six Session 1 and 2 subjects with a minimum result of 50% for each subject, and
  - ii. Achieve a minimum average result of 75% for Session 1 and 2 subjects.

Note: Where a student has opted for Early Exit – Incomplete Award, they will not be eligible for the Diploma award until they successfully complete the outstanding equivalent subjects in their UOW degree. Once a student has completed the equivalent subjects at UOW, the student can submit an [Application for Credit for Prior Learning](#) directly to UOW College for the Diploma qualification to be awarded.

## 8 Entry Requirements / Admissions Guidelines

Entry requirements for this course can be viewed online at:

<https://coursefinder.uow.edu.au/information/index.html?course=diploma-business-3-sessions-uow-college>

## 9 Assessment

Students are required to complete a number and variety of assessment tasks related to their streams of study.

Each subject has a subject outline that is issued to students. Subject outlines contain an overview of subject objectives, an assessment schedule, a list of learning resources and a weekly topic outline. Subject outlines also contain an explanation of assessment components.

All assessment tasks with a weighting of 10% or greater have marking criteria and an answer/marking guide.

All aspects of assessment are governed by Policy, Procedures and Guidelines, which can be viewed at: <https://www.uowcollege.edu.au/support-resources/policies-procedures/>

## 10 Quality Assurance

The College applies formal quality assurance processes to its design of courses, subjects and their assessments. These processes include:

- Clear subject outlines that align with the objectives of the course and support consistent delivery of content.
- Mandatory inclusion of clear and appropriate marking criteria in assessment tasks.
- Moderation of marking of student assessment tasks, ensuring that the assessment criteria have been applied consistently and there is equity across individual markers.
- A regular schedule of audits on student assessment tasks using randomly-selected samples of student work and
- The use of feedback from students and teachers to inform continuous improvement of curriculum, delivery, policies and procedures.

# 11 Subject Descriptions

## **DSSC107 Principles of Responsible Business**

This subject provides students with the framework for practising responsible and ethical commerce. The objectives of this subject include developing an understanding of how to practise responsible and ethical commerce, utilising a conceptual toolkit. The topics covered include the history of contemporary systems of commerce and ethical and social responsibility in commerce. Material includes subject areas such as anti-corruption, environment, globalisation, human rights and labour. Students will examine these issues from a variety of theoretical and practical perspectives and apply them to contemporary commercial contexts.

## **WUCB101 Marketing Principles**

This subject examines basic marketing concepts to build a sound understanding of marketing principles. The material assists those who want to be specialist marketers and those interested in undertaking other business or professional studies. What students learn in this subject will be of value to them as both consumers and members of the business community.

## **WUCB105 Introductory Principles of Finance**

This subject introduces fundamental concepts of corporate and personal finance. In doing so, the inter-relationships between finance and financial planning are explored.

A theoretical strand contextualises finance and financial planning within their respective regulatory frameworks. A technical strand equips students with fundamental skills to understand the concept of time value of money, as applied to solving cash flow valuation problems, within the context of corporate and personal finance. This subject is innovative in its broad and synergistic overview of the financial services industry.

## **WUCB113 Human-Centred Systems Design**

This subject introduces the concept of a system, focusing on the importance of systems thinking as it relates to the exploration, analysis and co-design of information and other systems. As global citizens and future managers, understanding what constitutes a system and how we address challenges and think about, analyse and design complex systems is crucial. Students explore, from a human-centred perspective, ethics, responsibility and sustainability considerations that are pertinent to the design of complex systems, emerging technologies and innovation.

## **WUCB120 Accounting for Decision Making**

This subject introduces students to the role and use of accounting information in a variety of organisations and society. Students evaluate both financial and non-financial reports and their impact on accountability, decision-making and corporate governance. The subject introduces students to various analytical

techniques in order to make sound decisions in a variety of business and social settings.

### **WUCB122 Accounting Principles**

This subject familiarizes students with the principles of a double entry accounting system, focusing on the identification, classification, processing, recording, and presentation of accounting information. Students are expected to gain practical experience in using accounting software to record business transactions, process accounting data, and prepare financial statements. Lastly, the course will explore the significance of ethics and professional judgment within an ever-changing business landscape.

### **WUCB130 Introduction to Management**

This subject will introduce students to key management theories and concepts including organisational culture, social responsibility, ethics, managing groups, motivating employees, planning, managing human resources and employment relations, strategic management, decision-making, managing operations, leadership and foundations of management control. The subject is designed to provide an opportunity for students to acquire understanding through a series of lectures supported by student participation in simulation activities. The subject is presented from the point of view of managers, but students will learn how the different interests between organisational stakeholders affect various management processes.

### **WUCB160 Economic Essentials for Business**

This subject is an introduction to economics. As such, it assumes that students have no prior formal knowledge. It will introduce students to economics and relate it to the world of business and economic management to establish a sound foundation to understand economic events and principles in Australia and any market economy. The knowledge and skills developed in economics are the basis of managing resources and understanding the world of business and government.

### **WUCB521 - Statistics for Business**

The aim of the subject is to introduce students to quantitative techniques and their application to the business world with an emphasis on the decision-making process. The main focus of the subject is business statistics and topics will include descriptive statistics, probability, sampling, confidence intervals, hypothesis testing, elementary correlation, regression analysis and time series forecasting. Students are also introduced to the use of computer programs for estimation and analysis to improve business decision-making.

### **WUCT001 Preparation for Tertiary Studies**

Preparation for Tertiary Studies assists students, whose first language is not English, to develop the academic literacy and language skills required to succeed in Higher Education courses delivered in English. This subject is specifically designed to support, build and extend the academic literacy and language skills required in discipline-based subjects. This subject will identify subject-specific literacy and

language demands in Diploma course materials and assessments to ensure that skills development is connected to students' academic needs across the course of study.

The conceptual framework of Preparation for Tertiary Studies is based on the essential knowledge and language skills required to successfully engage in the academic research process. Engagement in the research process provides opportunities to develop literacy and language skills, from everyday communication to the substantially more difficult communication demands required in academic contexts.

## 12 Version Control Table

Version Control	Date Effective	Approved By	Amendment
2020_1.0	12/09/2019	UOWCA Academic Board	Initial release – 2020 delivery
2020_1.1	14/07/2020	Director, Academic Governance and Performance	Update to name of UOW faculty to reflect new structure
2021_1.0	09/09/2021	UOWCA General Manager	Update to standardise course nomenclature.
2022_1.0	25/11/2021	UOWCA Academic Board	Variation to subject schedule to reflect Faculty of BAL course review. Release - 2022 delivery
2023_1.0	01/12/2022	UOW College Education Committee	Minor variation to subject schedule New release 2023
2024_1.0	01/12/2023	No Change	New release 2024
2024_2.0	21/02/2024	UOWCA General Manager	Number of tutorial hours for WUCT001 corrected.
2024_2.1	14/06/2024	Program Manager Academic	New elective subject was added. Revision of the progression pathway.
2024_1.2	18/07/2024	Program Manager Academic	Update to the URL links. Update to the UOW Equivalent Subject Code from COMM101 to BUS 101.